



***DOE Office of the Chief Information Officer (OCIO)  
Activity Plan for DOE Cyber Security Awareness Day  
During National Cyber Security Awareness Month, October 2008***

***I. Objective***

The objective of the October 2008 awareness campaign is to *reinforce* employee awareness and understanding of the importance of diligent application of cyber security policies and procedures when processing DOE information at a remote location (i.e., a location outside of DOE-established accreditation boundaries). As part of the fulfillment of its mission, Office of the ACIO for Cyber Security is sponsoring Cyber Security Awareness Day — an event held for users and technical staff featuring speakers, awareness activities, and exhibits addressing Internet security.

This program was developed for the Department and is piloted at Headquarters. This document describes the Headquarters pilot. A detailed campaign plan will be made available to Departmental operating units outside Headquarters for implementing elements of the program locally. This activity supports awareness and training as outlined in NIST SP 800-16 and NIST SP 800-50 and is a key element of the Cyber Security Outreach program.

***II. Goal***

The goal of the October 2008 awareness campaign is to cultivate a work environment where cyber security behaviors and responses are automatic and consistent.

***III. Theme***

Given the substantial increase in the number of DOE employees that telecommute from home or while on travel, increased awareness is needed to reiterate the individual's role in protecting DOE information and computing assets at a remote location. The theme for the 2008 Awareness Day is ***"Internet Security – Staying Safe Online."***

***IV. Date/Location***

National Cyber Security Awareness Month is October every year. Planned date and location for DOE Headquarters Cyber Security Awareness Day are October 15, 2008, at the Forrestal Building. Due to space constraints and other considerations, a modified event will be held at the Germantown campus on October 16, 2008.

## ***V. Notification Methods***

Notification of awareness day activities will be made via DOECAST e-mail messages beginning two weeks prior to the scheduled days. Planned broadcast dates are: Friday, 10/03/2008; Friday, 10/10/2008; and then the morning of the event. Supplemental materials such as posters and handouts will be used in order to further market Cyber Security Day, 2008.

## ***VI. Seminars***

The Awareness Day events are designed to providing appropriate material for both the general user and cyber security professional. Subject Matter Experts will present on protection and security topics for both work, home, and laptop computers. Sessions are categorized into “General” and “Technical” tracks, in order to accommodate the appropriate audience. The agenda will be distributed in advance to encourage drop-in attendance. The sessions will be held in the Forrestal auditoriums.

### **Seminar Schedule**

<b>Time</b>	<b>General Audience (Large Auditorium)</b>	<b>Technical Audience (Small Auditorium)</b>
9:00		
10:00	<b><i>Windows XP and Vista Security for the Home User</i></b> Microsoft (TBA)	
11:00	<b><i>Keeping your Kids Safe Online</i></b> National Center for Missing & Exploited Children	
12:00		
1:00	<b><i>Internet Threats to Home Computing</i></b> Alan Paller, The SANS Institute	<b><i>The NIST Risk Management Framework</i></b> Ron Ross, NIST
2:00	<b><i>Internet Security</i></b> Al Lewis, EES	<b><i>The SANS Top 20</i></b> Alan Paller, The SANS Institute

## ***VII. Cyber Security Day Activities***

To further increase interest and participation in the awareness activities, a cyber security activity, based on the FTC Seven Best Practices for Internet Security, will be offered at

the DOE Cyber Security Information Booth during seminar hours. Promotional/awareness items similar to those used in the “Takin’ it to the Streets” events will be available for attendees in an effort to promote participation and to creatively reinforce the campaign theme. All attendees that complete the game with 100% accuracy and return the game to the booth (or electronically) by the deadline will be eligible for an additional reward. Many of the promotional materials were produced in-house or obtained at minimal or no cost.

#### ***VIII. Vendor Exhibits***

The ground-floor space near the main elevators will be used for exhibits by invited vendors from 9 am to 3 pm. The event management firm, Federal Business Council (FBC), is coordinating for vendor participation and the creation of event marketing materials. FBC has previously coordinated DOE events, to include most recently the DOE IT Day, held in August 2008.